



St. Andrew's United Reformed Church

Montpellier Street, Montpellier, Cheltenham GL50 1SP

I / We wish to hire the following accommodation at St. Andrew's United Reformed

Church on (Date) Day.....Month..... Year...**201**.

Please "Tick" the required accommodation and fill in the total Hire Charge

	AM	PM	Evening	Total Hire Charge (£)
The Church				
Montpellier Hall				
Garden Room (East)				
Garden Room (West)				
Garden Room (Complete)				
Mews Room				
Link Gallery				
Complete Facility				
*Kitchen				
If you wish to Hire the Piano/Organ/AV please indicate →				
TOTAL HIRE CHARGE				

Do you wish us to provide catering YES/NO

Name.....

Organisation (if applicable).....

Address.....

Post Code..... Telephone No.

Please detach this form from the "Conditions of letting" and return it to the Hall Letting Contact, together with a deposit cheque of **25% of the total hire charge.**

Please make cheques payable to "St. Andrew's United Reformed Church"

I / We have read and understand the terms and conditions of hire and agree to abide by them.

Signed..... Date.....

On behalf of..... Position.....



St. Andrew's United Reformed Church

Montpellier Street Montpellier,
Cheltenham
GL50 1SP



The Local Venue for:

- Concerts
- Meetings
- Receptions
- Birthday Parties
- Exhibitions
- Dances

Hiring Conditions

Hall Charges

Booking Form

Church & Halls Hiring Contact

Kay Boulton
St Andrew's URC
Montpellier St
Cheltenham
GL50 1SP

Tel:- 01242 222005
E Mail:
standrews.bookings@urcic.org.uk

Visit our Website – www.urcic.org.uk



St. Andrew's United Reformed Church

CONDITIONS OF HIRING

The Premises Committee reserve the right to refuse any application for a hiring and is not obliged to disclose the reason for so doing.

1. Applicants must be over 21 years of age and they may not sponsor any event for anyone under 21.
2. All functions must finish by 11.30pm.
3. A booking is held as firm once the signed hire form and deposit has been received.
4. The full hire fee must be paid not less than seven days before the function.
5. In the event of a cancellation by the hirer the deposit is not returnable unless four weeks notice is given and a re-let is obtained.
6. The hire charges are as shown on the following page.
7. Unless special arrangements are made, keys are obtainable from the Hiring Contact not more than one hour before the hiring and returnable to the Hiring Contact Immediately after it.
8. During the hiring:
 - a) The hirer accepts responsibility for the areas hired and any claims arising from the Activities in or use of those areas of the premises (except in so far as such claims properly arise from the responsibilities of the Church). The hirer will take reasonable steps to safeguard those parts of the premises not in use but accessible as a result of the hiring. Hirers may wish to consider their insurance cover.
 - b) The hirer must make himself/herself aware of the Fire Actions applicable to the premises (see notices in the halls). Flammable matter in amounts creating a risk is not to be brought onto the premises. Emergency exits must be kept clear.
 - c) The heating and electrical installations must not be interfered with or added to in any way. Any equipment brought in by the hirer must be sound and safe.
9. No drinks (whether alcoholic or not) or glasses may be brought into the premises for the function without prior agreement.
10. The hirer must remove all scenery, effects, decorations and rubbish, leaving the premises safe and clean, as he or she would expect to find them. Brushes, and mops etc are in the kitchen and a large bin is at the rear of the hall. A vacuum cleaner is available from the second cupboard in the Mews Room. Furniture must be put back in its place as found, lights and water taps turned off and doors and windows secured.
11. The provision of crockery, cutlery, and glasses is the responsibility of the hirer.
12. Hirers are expected to clean up after use of the premises as set out in 10 above. If the hired areas are left in an unacceptable condition or rubbish is not removed, a surcharge for cleaning may be imposed.
13. Notices and decorations may be attached to any gloss surface except windows and glass with blu-tack. Staples, drawing pins, adhesive tape, or anything that may damage surfaces may not be used.
14. The Premises Committee reserves the right of entry at any time.
15. The hirer and caterer must comply with the Food Safety Act 1990 and related regulations as may be amended. (The Industry Guide to Good Hygiene Practice, published by HMSO, sets it all out). It is also the hirer's responsibility to ensure compliance with other relevant Regulations, eg access for disabled people, protection of children and young people etc.
16. **The provision of a "Performing Rights Society Licence" (or other intellectual property rights permission if required) is the responsibility of the hirer.**
17. **Smoking is not allowed in any part of the building or its environs.**



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Schedule of Hall charges

Bookings by Session

Session Times AM – 9am to 1pm
 PM – 2pm to 6pm
 Evening – 7pm to 11pm (**Premises must be vacated by 11.30pm**)

Rates per Session

The Church	£100	Montpellier Hall	£80
Garden Room	£65	Mews Room	£36
Kitchen (refreshments)	£25		
Kitchen (meals)	£50	Link Gallery	£36
Lunchtime Session	By negotiation		
Complete facility for major event for whole day.			£500
Hire of Grand Piano, Organ or AV equipment			£30

(For bookings of less than one session an hourly rate can be arranged.)

Discounts are available to Church Members, Charities, and regular daily or weekly bookings by clubs and societies.

Payment for regular bookings will be by standing order.

For further information please contact :-

David Black
9 Monica Drive
Pittville
Cheltenham
GL50 4NQ

Tel:- 01242 583001
E Mail:
standrews.bookings@urcic.org.uk